



City of San Antonio

Development Services Department

1901 S. ALAMO STREET, SAN ANTONIO, TEXAS 78204
(210) 207-1111

COMMERCIAL REMODEL PERMIT APPLICATION

A Remodel permit application is appropriate for any type of alteration to an existing building that is currently, or has been legally occupied. The remodel permit is intended for the following:

- Any alterations to a building including structural work to the building (cutting away of any wall, partition or portion thereof, and the removal or cutting of any structural beam or load bearing support)
- Changes to the means of egress (removal or change in any required means of egress or rearrangement of parts of a structure affecting the egress requirements).
- Changes to the exterior of a building.
- A remodel may include exterior Site Work which requires additional plans submitted.

A remodel does not include any of the following:

- An addition to a structure (increase in the square footage of a building or the number of floors). For an addition, see the [Commercial Building Permit Application](#).
- Finish work which does not require a permit under the 2015 International Building Code (such as painting, papering, tiling, carpeting, cabinets, counter tops and other similar work).
- A first time interior finish out of a shell building. For an Interior Finish Out project, see the [Commercial Building Permit Application](#).
- Repair work to existing building systems. If work is proposed that only includes repair work then an over-the-counter repair permit may be more appropriate. See the [Commercial Repair Permit Application](#).
- If an alteration/remodel is undertaken that only involves Mechanical Electrical or Plumbing, individual MEP trade permits are all that are required unless the alteration requires changes to the structural aspects of the existing building (for example a new HVAC roof top units –added weight on the roof).

When an owner or tenant obtains a remodel permit and any associated mechanical, electrical, or plumbing permits, DSD will assume that the original Certificate of Occupancy (COO) is valid and therefore **a new COO is not issued unless a COO is required because there is a change of use (a different occupancy classification) or an increase in occupant load. An owner may obtain a reprinted COO with new owner name through a DBA name change rather than request a new COO and associated inspections.** See [IB 189](#) and [IB126a](#) for more information. Where a new COO is required or being asked for by the owner, full plans of the building are required with dimensions and use of each room/space and the entire building is subject to possible inspections based on the currently adopted International Existing Building Code.

A Commercial Remodel Permit requires that construction plans be submitted for plan review prior to issuance of the permit. The plans may need to be stamped by an architect or engineer, registered in the State of Texas for institutional buildings, residential buildings and for any public building over \$50,000 in project costs where the alteration requires removal, relocation, or addition of walls or partitions or alteration or addition of an exit. In addition an architect is required for any of the following occupancies:

1. All group A (Assembly) – Theaters, restaurants, bars, churches, Stadiums, etc.
2. All group E (Educational) – Day cares, grades 1st - 12th, religious educational rooms, etc.
3. All group I (Institutional) – Care facilities, assisted living facilities, social rehabilitation facilities, etc.
4. Work in buildings and structures three stories or more high.
5. Work in buildings and structures 5,000 square feet or more in area.

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(Applicant to complete all numbered spaces – Please Print)

SUBMIT REVIEW DOCUMENTS IN DUPLICATE

0	AP No.:			TDLR No.:			Date:		
1	Project Name:								
	Site Address:						Building No.:		Suite No.:
2	Legal Description	NCB:			Block:			Lot(s):	
3	Owner:				Phone:			Fax:	
	Address:				Email:				
	City: AC#				State:		Zip Code:		
4	Contractor:				Phone:			Fax:	
	Address:				Email:				
	City: Contr. ID#				State:		Zip Code:		
5	Architect/Designer:				Phone:			Fax:	
	Address:				Email:				
	City: AC#				State:		Zip Code:		
6	Structural Engineer:				Phone:			Fax:	
	Address:				Email:				
	City: AC#				State:		Zip Code:		
7	Contact Person:				Phone:			Fax:	
	Address:				Email:				
	City: AC#				State:		Zip Code:		
8	Describe the Scope of Work:								
9	Existing Square Footage:				Is there an existing Certificate of Occupancy (COO)				Yes No
10	Pick 1 of 3 Options to Obtain a Certificate of Occupancy (COO) - Please Initial one option only								
	If there is <u>no change of existing use of the building, or change of occupancy classification, or no increased amount of people allowed in the building;</u> then you may obtain a DBA Name Change (reprint the old COO with new owner's name). <u>For Example: A change from insurance office to a medical office would be a change of existing use although not a change in occupancy classification and a DBA Name Change would not be allowed.</u> A DBA Name Change is a separate application that may be obtained at any time prior, during or after construction for a separate fee. Alternatively you may use the old COO for no additional fee.								
	<u>There is no existing COO</u> – A new COO will be automatically issued with this permit. <u>All inspections will be added to cover all trades (mechanical, electrical and plumbing) through Pro-Rated COO.</u>								
	A <u>change of existing use or occupancy classification or an increase in occupancy</u> will result in an automatic new COO issued with this permit and COO inspections will be part of your normal permit inspections. No new COO application or DBA Name Change is required.								

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COMMERCIAL REMODEL PERMIT APPLICATION

continued

	Current Use	Proposed Use
11	Current Occupancy group: Assembly Business (office etc.) Educational (thru 12 th grade) Factory (Circle Applicable) High-Hazard Institutional Mercantile Residential Storage Utility	
	Proposed Occupancy group: Assembly Business (office etc.) Educational (thru 12 th grade) Factory (Circle Applicable) High-Hazard Institutional Mercantile Residential Storage Utility	
12	Have you had a Preliminary Plan Review? Yes No Number: Date:	
13	Will ALCOHOLIC beverages be sold on premises? Yes No Will FOOD be sold Yes No	
14	Is there an Existing Sprinkler System ? Yes No Is there an Existing Fire Alarm System ? Yes No	
15	Type of Construction of the Existing Building? (Circle type) Construction Type (IBC): I or II or III or IV or V A or B	
16	Circle the work if any of the following trade work is being performed that require trade permits: Mechanical Electrical Plumbing	
17	Project Valuation (all materials and labor): \$	
18	<u>Expiration of Plan Review</u> Applications for which no permit is issued within 180 days following the date of application shall expire by limitation, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the Building Official. The building official may extend the time for action by the applicant for a period not to exceed an additional 90 days upon request of the applicant who must demonstrate that circumstances beyond their control have prevented action from being taken. If an application expires, plans must be resubmitted at an additional plan review fee. – 2015 IBC Section 105.3.2	
	NOTICE	
19	Separate permits are required for mechanical, electrical, plumbing, and sidewalks/approaches/curb cuts. This document is a governmental record. Individuals who knowingly make false entry in, or false alteration of, a governmental record are subject to criminal prosecution under Section 37.10 of the Penal Code, Vernon's Texas Codes Annotated. <i>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</i> <i>I acknowledge that my project may be subject to the requirements of the Fair Housing Act (FHA), the Americans with Disabilities Act (ADA), the Texas Accessibility Standards (TAS), and section 504 of the Rehabilitation Act of 1973. It is my responsibility to ensure my project complies with those requirements. I affirm that for information I will contact: 1-800-949-4232 for ADA, 1-800-767-7468 for FHA, or 1-800-252-8026 for TAS.</i> Permits are property of the project owner, not the applicant. By signing below as the applicant, you are acknowledging that this permit is the property of the owner and can/will be transferred at the owner's request.	
20	Applicant Signature:	Date:
21	Owner's Signature (Required)	Date:
22	Completeness Review by (Print) :	Date:



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COMMERCIAL REMODEL CHECKLIST

Plan Document Checklist

Please clearly distinguish between existing conditions and proposed work.

The plans must be legible, reproducible, black and white.

General Requirements

- ☐ Texas Department of Licensing and Regulation AB# (Architectural/ Barriers No. is required if valuation stated on the application is equal to or exceeds \$50,000)
- ☐ An [asbestos survey](#). Asbestos abatement reports are not acceptable.
- ☐ Distance surveys and zoning compliance letters for sale of alcohol, Bed and Breakfast, Community Home for Disabled Persons, Head Shop, Transitional Home, Sexually Oriented Business, and Live Entertainment.
- ☐ [Traffic Impact Analysis](#) (TIA) Worksheet or proof of previous TIA Study (Required for occupiable structures)

TWO COPIES OF ALL PLANS:

Architectural (Some items may not be required for a small project)

- ☐ General notes including information on the building's construction type, the number of stories, sprinklering and any information on the building's emergency systems, if any, such as smoke detector coverage, pressurization, smoke control or generators.
- ☐ Code Summary Floor Plans (may be on main plan or a separate full floor diagram plan) clearly showing fire wall types and fire-rating (i.e., area separations, occupancy separations, corridors, exits enclosures, shafts, etc.), uses of rooms/areas and occupancy classifications, smoke detectors, egress paths from the altered area to the exterior of the building with exit signs and egress lighting
- ☐ Calculations of the Occupant Load, in graphical or tabular form, showing the number of occupants to be accommodated on each floor, and in all rooms and spaces if a new COO is required or requested. See 2015 International Building Code Section 107.2.3
- ☐ Floor Plans of the proposed alterations, fully dimensioned and labeled, including existing and proposed walls, walls to be removed, doors with swing direction, windows, stairs, plumbing fixtures, accessibility clearances, uses of rooms/areas, fire-rating of walls
- ☐ Enlarged details of new walls, floor and ceiling construction and attachment details
- ☐ Overall plan of the building, showing all occupancy classifications (may be on main plan or a separate full floor diagram plan)
- ☐ Reflected ceiling plan(s)
- ☐ Square footage information on the tenant space
- ☐ Fully dimensioned floor plans (including existing and proposed walls, rated construction, corridors and stairs) for each floor affected
- ☐ Construction information on any new walls, sections showing floor and ceiling construction and attachments.
- ☐ Complete information on door sizes and locations and hardware and door rating schedules for all doors affected
- ☐ Use of each room
- ☐ Egress path, showing the exit route, exit signs and extent of required egress lighting, to the exterior of the building (may be on main plan or a separate full floor diagram plan)

- ☐ Provide the contact information for the Registered Design Professional in Responsible Charge RDPiRC, and List of Special Inspections if required – See [Information Bulletin 132](#)

Site Plan (if applicable)

- ☐ Legal description of the property (matching latest recorded plat representation of the land)
- ☐ Address (city issued)
- ☐ North arrow indicated on plan
- ☐ Bearings of all property lines
- ☐ Location of all recorded easement(s) on the property
- ☐ Location of the public right-of-way adjacent to the property
- ☐ Plan showing dimensions for all existing and proposed sidewalks, driveways, approaches, paved areas, retaining walls, streets, curbs, and gutters
- ☐ Layout and design of the parking areas, including spaces for the disabled and the ADA assessable route from the building to a public sidewalk. Refer to Section 4.6 of the Texas Accessibility Standards

Fire (if applicable)

- ☐ Complete Occupancy Classification Worksheet for warehouses, large storage areas, manufacturing, hazardous materials storage or use, etc. See [IB 192a Occupancy Classification Instructions for Warehousing, Manufacturing, and Hazardous Materials](#), and also refer to [IB 192b - FAQs and Definitions relating to Occupancy Classification Letters \(a.k.a. “Commodities Letters”\) for Storage, Retail, Warehouse, Manufacturing and/or Hazardous Materials](#)
- ☐ City approved smoke management and/or fire protection/life safety reports where required (high rise, atria, smoke protected assembly seating, covered mall buildings, etc.)
- ☐ For medical and dental facilities, a letter from physician or dentist, on letterhead, indicating patient/staff load and medical gas storage types, hazardous material classification, maximum quantities in use and in storage. Refer to [IB 175 Medical Gas Form](#).

Mechanical (if applicable)

- ☐ Ventilation information for all normally occupied spaces (information to be provided in CFMs)
- ☐ HVAC equipment and schedules: Show locations, type, capacity, energy efficiency, and weight/support of all heating, ventilation and air conditioning (HVAC) equipment
- ☐ Rated Enclosures: Show or specify wall construction and opening protection where rated enclosures are required (heaters, boilers, etc., over 400,000 BTU; air conditioners over 100 HP, etc.).
- ☐ Special Equipment: Show special equipment such as kitchen hoods, garage ventilation, paint booth exhaust, automatic fire suppression, etc
- ☐ Penetrations of Rated Assemblies: Show method of opening protection and note referenced listing or refer to drawings containing same information.
- ☐ Special Requirement: Show appurtenances and required details such as flue vent type and size, expansion tanks, blow down systems, protection devices, means for combustion air and special use equipment Air Distribution System: Show all duct runs, fire/smoke dampers where applicable, sheet metal gauge thickness for medium and high velocity systems, type and class of non-metallic duct, etc
- ☐ Mechanical Energy Compliance for NEW Mechanical Equipment
<https://energycode.pnl.gov/COMcheckWeb/index.html>

Electrical (if applicable)

- ☐ Riser Diagram: The riser diagram should be a complete and comprehensive one-line diagram, including all service equipment, panels, transformers, generators, and fire pumps. The riser should also include all conductor sizes, overcurrent protection sizes, conduit sizes, and ground fault protection at the service if applicable
- ☐ Grounding Detail: The grounding detail can be incorporated in the riser or detailed separately; either format should include all conductor sizes, ground rod size, and location of bond. As a

minimum the grounding electrode system shall consist of a concrete encased electrode, cold water bond, structural steel bond and grounding electrode. All methods of grounding/bonding should be sized and installed as per NEC article 250

- ☐ Interior Electrical Layout: The power plan should include the locations, circuiting, and wiring methods, of all electrical equipment such as panels, transformers, disconnects, elevator equipment, receptacles, etc, The lighting plan should include the location of all fixtures and switches or other method of control (occupancy sensor, contactor, photo cell, time clock, etc.). All 2015 IECC requirements such as bi-level switching, occupancy sensors, master switches, etc... will be required where applicable
- ☐ Load Analysis: The load analysis should be calculated as per NEC article 220, and will need to include and indicate any existing load to assure adequate capacity of a common service, panel, load center, etc...
- ☐ Panel Schedules: The panel schedules should include frame sizes, main lug or main breaker, feeder size, number of circuits, all overcurrent protection sizes (including main), NEMA classification of enclosure, and indication of any arc fault, ground fault, or shunt trip type breakers.
- ☐ Fixture Schedule: The fixture schedule should include a fixture description, number of lamps, maximum lamp wattage, installed lamp wattage, and number of fixtures
- ☐ Lighting Energy Compliance for NEW Interior Lighting Designs
<https://energycode.pnl.gov/COMcheckWeb/index.html>

Plumbing (if applicable)

- ☐ Plumbing Fixtures: Show fixture numbers and locations. Number of fixtures is based on the Occupant Load of the building. Include water closets, urinals, lavatories and drinking fountains
- ☐ Building Drain System: Show the under-floor system of the drain waste and soil piping, indicating pipe sizes and slope
- ☐ Plumbing Riser and/or Isometric: Provide diagram of installation for waste, vent, and water piping for multiple fixture installations
- ☐ Building Utilities: Show the sanitary building sewer, storm sewer system, water service, gas service and all connections to the public utilities
- ☐ Materials: Indicate all piping materials
- ☐ Water System: Provide known water pressure and supply pipe sizes and calculations of water system, water heater data, and hot water system and accessories (expansion tank, vacuum relief, safety devices, etc.), backflow prevention requirements, pressure reducing valves, etc
- ☐ Venting System: Show pipe sizes, size of vent through the roof and connection to building drains
- ☐ Special Requirements: Show all required appurtenances, such as grease interceptors, sump pumps, sewage ejectors, sample ports, backflow preventers, backflow valves, and special fixtures
- ☐ Gas Piping System Diagram: Provide schematic diagram of gas piping system Including system operating pressure. Developed lengths, gas outlets with stated demand in CFH
- ☐

Drainage/Stormwater

- ☐ Cost Estimate (signed by contractor) & Structure Appraised Value
- ☐ [Elevation Certificate](#)

Health Department (if applicable)

For any Restaurant, Fast Food, Grocery Store, Bar, Liquor store, Bingo Parlor, Bowling Alley, Convenience Store, Child Care Facility, School (public or private), Swimming Pool, Paint and Body Shop, Hotel or Motel, or any type of retail establishment that sells or serves food or drinks whether open, or pre-packaged or pre-bottled.

- ☐ Finish schedules (floors, walls, ceilings and lighting)
- ☐ Utensil Washing Sink: All food establishments in which food is prepared (including coffee or beverages) or in which multi-service kitchen utensils are used shall have a minimum three-

compartment sink with two integral drainboards, on each side. The sink compartments and drainboards shall be large enough to accommodate the largest utensil used.

- ☐ Liquor service or tavern sinks: A separate handsink is required. An approved glass washing machine with a rinse sink may be substitute for the compartment sink
- ☐ Dishwashing Machines: All automatic dish machines shall be installed and operated in accordance with code. All spray type dish machines, which are designed, for a hot water sanitizing rinse shall be provided with a booster heater, or be connected to an approved recirculation water system which is capable of maintaining the rinse water at not less than 180° F.
- ☐ Lavatories and Handwashing sinks: Handwashing facilities shall be provided within or adjacent to toilet rooms and shall be equipped with an adequate supply of hot and cold running water delivered under pressure through a mixing valve. An adequate number of handwashing cleanser and single-use sanitary towels, or hot-air blowers, shall be provided in wall-mounted dispensers at all handwashing facilities. Handwashing facilities shall be provided within each food preparation area, waitress station, and warewashing areas
- ☐ storage of cleaning equipment and supplies, such as mops, buckets, brooms, cleaners and waxes; and shall be equipped with at least one of the following, to be used for general cleaning purposes and for the disposal of mop bucket wastes and other liquid wastes:
 - 1. A one-compartment, non-porous janitorial sink/mop sink (stainless steel, porcelain or fiberglass), or
 - 2. A slab, basin, or floor constructed of concrete or equivalent material, cubed and sloped to a drain. Such facilities shall be connected to approved sewerage, and provided with hot and cold running water, and protected with a backflow device
- ☐ Compliance with the [smoking ordinance](#)
- ☐ Dumpster Enclosure: If an enclosure for trash cans and /or dumpster is to be utilized as a cleaning facility, it must be provided with hot and cold water. It must be curbed and sloped to drain into a sanitary sewer through a grease trap